

Drug-Free Workplace

PURPOSE:

The County of Monmouth is committed to a drug-free, healthful, and safe workplace. Employees are required to come to work in a mental and physical condition that allows for satisfactory job performance. As a recipient of federal funding, the County of Monmouth declares that all work locations within the County are “Drug-Free Workplaces”.

SCOPE:

This policy applies to all employees while on duty, regardless of the location in which duties are performed.

POLICY:

The unlawful manufacture, distribution, possession or use of a controlled substance on any County premises or while conducting the County’s business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Please be aware that although personal use of cannabis is now legal in New Jersey, County employees are not permitted under any circumstances to be in a County workplace under the influence of, or in possession of cannabis, whether obtained legally or not, and any employee found to be impaired at work due to cannabis usage will face adverse employment action up to and including removal from employment.

Employees holding a Commercial Driver’s License (CDL) are required to follow Federal guidelines for reporting drug and/or alcohol offenses and are subject to random drug testing as required by the Federal government, including for cannabis.

Under the Drug-Free Workplace Act, if employees perform work for a government contract or grant, the County of Monmouth must be notified if the employee has a criminal conviction for drug-related activity that occurred at work. Employees convicted of a criminal drug offense occurring in the workplace or while on duty must, within five (5) days of the conviction, report the conviction to their supervisor or Department/Division Head. As a further requirement under federal law, the County is required to report convictions to the federal agency from which the County Department receives its federal funding.

Employees who drive non-commercial County vehicles cannot drive within four (4) hours after consuming alcohol. Employees who violate this policy are subject to discipline, which will be determined by reviewing the nature of charges, the employee’s present job responsibilities, and the employee’s employment record with the County, among other factors.

Employees with a drug or alcohol problem may request time-off to participate in a rehabilitation or treatment program through our health insurance benefit coverage. The County may approve the time-off if the employee agrees to stop using the problem substance; follows all the County policies and rules relating to conduct at work; and if allowing time off does not cause the County undue hardship.

The County encourages any employees with questions or concerns regarding substance abuse to contact the Employee Assistance Program.

Refer to the Drug Testing/Substance Abuse and Vehicle Policies for additional information.